

## **Department of Natural Resources and Conservation 2015 Biennium Goals and Objectives**

**Agency Mission: To ensure Montana's land and water resources provide benefits for present and future generations.**

### **Director's Office (Centralized Services Division)**

- Goal:** Increase efficiency in Department of Natural Resources and Conservation (DNRC) operations by reducing costs and inefficiencies related to current storage, access, and management practices in dealing paper and electronic records (data).
- Objective:** Actively train all DNRC managers in records management laws and practical management techniques so that training can carry over to staff and program management. Fund implementation of a comprehensive agency-wide records management and imaging program using an enterprise/electronic content management (ECM) approach to records and data access and retention.
- Goal:** Improve areas of service Human Resources Office provides such as compensation, performance evaluation, payroll administration, classification, training, succession planning, and Fair Labor Standards Act reviews so that they better support the business needs of the agency and are in compliance with federal and state laws, rules and regulations.
- Objective:**
- Convert to web-based performance management system.
  - Develop New Employee Orientation.
  - Revise recruitment and selection process (policy and forms).
- Goal:** Continue to offer the full day "Basic Purchasing" training to DNRC employees.
- Objective:** Keep all employees apprised of the procurement and contracting policies of DNRC.
- Goal:** Update DNRC Procurement and Contracting Manuals and Forms.
- Objective:** Review and update all procurement and contracting procedures and forms used by DNRC employees.
- Goal:** Improve monthly and year-end payment processing
- Objective:** Implement a process for submitting invoices in a timely manner, work with agency divisions to improve communication of information, expand training and discussion with division staff, and minimize B-Accruals at fiscal year end.
- Goal:** Ensure that the department's fiscal management practices are consistent with "Generally Accepted Accounting Principles" (GAAP).
- Objective:** Work with Dept. of Administration State Accounting Division to implement accounting for new or modified programs, work with agency divisions to improve communication of information required for accounting entries, and minimize or eliminate findings and recommendations on financial audits.
- Goal:** Upgrade technology infrastructure and applications in the agency as allowed by staff and budget.
- Objective:** Provide high-quality IT support to staff; expand use of help desk and asset management software to better meet agency needs; research and deploy as appropriate Windows 7 and Office 2010; analyze existing data and systems infrastructure and where appropriate, implement improvements to achieve coordinated, robust, maintainable, scalable, and secure infrastructure.

## **Department of Natural Resources and Conservation 2015 Biennium Goals and Objectives**

### **Director's Office (Centralized Services Division) (Continued)**

- Goal:** Expand development of Geographic Information System (GIS) services for DNRC and its constituents.
- Objective:** Develop at least one new service with a GIS component for use in state government or by constituents, improve GIS staff training, upgrade ArcGIS clients to version 10.x, and develop new GIS applications to meet agency needs.
- Goal:** Pursue use of mobile technologies.
- Objective:** Research and deploy as appropriate a mobile device management solution, develop internal skills in mobile application development, and develop at least one new mobile application to meet agency needs.
- Goal:** Expand agency information available over the internet and access to eGovernment services available to the public.
- Objective:** Develop one new eGovernment service for DNRC each year of the Biennium, redesign DNRC web site, and continue exploring the use of social media for public outreach.
- Goal:** Improve alignment between agency business requirements and information technology services.
- Objective:** Develop and implement an information technology governance structure.

## **Department of Natural Resources and Conservation 2015 Biennium Goals and Objectives**

### **Board of Oil & Gas Conservation Division**

- Goal:** Issue drilling permits  
**Objective:** Conduct Montana Environmental Policy Act (MEPA) compliance review and prepare documentation for each requested permit, and identify non-conforming permit requests that require approval by the Board of Oil and Gas Conservation (BOGC)
- Goal:** Conduct public hearings to promote conservation, prevent waste and protect correlative rights for oil and gas operations  
**Objective:** Provide notice, publish docket, write orders, conduct business meeting prior to hearing, and propose and adopt rules pursuant to Montana Administrative Procedures Act
- Goal:** Operate well bonding program  
**Objective:** Maintain records on current operator bonds, approve new bonds, submit forfeiture paperwork and monitor receipt of funds
- Goal:** Collect, catalog, and maintain oil and gas well information and production data, associated geological data, well logs statistical information, and summary data for use by the public and the industry.  
**Objective:** Maintain existing database and well files, process new well data, process production reports, publish and distribute the Montana Oil and Gas Annual Review, maintain a core chip catalog on existing wells and add new wells, and maintain regional and field maps by adding new wells and updating status changes
- Goal:** Operate a field inspection program to ensure compliance with BOGC rules  
**Objective:** Resolve complaints, gather accurate field information for use by the board and staff in making decisions, conduct inspections on drilling wells, producing wells, plugged and abandoned wells, and seismic exploration crews, respond to complaints and provide emergency response for spills, leaks, and other environmental problems, and provide recommendations for enforcement actions
- Goal:** Administer the Underground Injection Control Program delegated by the U.S. Environmental Protection Agency (EPA) for the protection of groundwater through regulation of waste disposal and enhanced recovery injection wells.  
**Objective:** Regulate the operations of existing injection wells, issue new injection well permits, conduct well inspections and witness pressure tests, and maintain statistics and enforcement records per memorandum of understanding with the EPA.

## **Department of Natural Resources and Conservation 2015 Biennium Goals and Objectives**

### **Conservation and Resources Development Division**

- Goal:** Support Conservation District (CD) duties  
**Objective:** Provide assistance to 58 CDs through technical, financial, administrative, and educational services. Increase the number of CDs applying for and receiving grants funds.
- Goal:** Improve Watersheds in the State  
**Objective:** Inventory and assess the watersheds throughout the state. Cooperate with DNRC Water Resources Division in implementation of Watershed Group support.
- Goal:** Provide Water and Wastewater Infrastructure in the State  
**Objective:** Improve water and wastewater resources through the loan program to construct and rehabilitate treatment systems. Assist Rural Water groups to gain Federal authorization and funding.
- Goal:** Rehabilitate and Protect Resources  
**Objective:** Fund projects where a natural resource has been harmed or to prevent damage. These are natural resources such as land or water. The Reclamation program leverages financial resources to remediate environmental hazards, for example, plug abandoned oil and gas wells or rehabilitate mining sites that will stop toxins getting into aquifers.
- Goal:** Protect and Develop Natural Resources  
**Objective:** Fund projects where a natural resource can be used more efficiently and become sustainable. Develop and implement databases and e-government applications to support natural resource protection and development.

# **Department of Natural Resources and Conservation**

## **2015 Biennium Goals and Objectives**

### **Water Resources Division**

- Goal:** Promote the wise use and conservation of Montana's water resources.
- Objective:** Water Rights/New Appropriations: Ensure that all water right forms received are processed timely and accurately. Ensure permit and change application processing is within statutory deadlines to send deficiency letters within 180 days of receipt of the applications and issue preliminary determinations within 120 days of a correct and complete application. Program manager staff will review all preliminary determinations to ensure applications are processed consistently and administrative rules, policies and procedures are followed.
- Objective:** Water Rights/Adjudication: Ensure statutory claim examination benchmark of 57,000 claims is met by June 30, 2015. Ensure examination/post decree assistance complies with Montana Supreme Court Rules by conducting ongoing review.
- Objective:** State Projects: Acting as the owner, protect the water rights and manage state-owned water storage projects (25 dams and 250 miles of canals) to maximize economic and water use benefits while ensuring these high hazard projects are maintained to current engineering standards and compliant with the State Dam Safety Act. This will be measured by performing four to six operating permit inspections annually; conducting annual inspections on all water storage projects; identifying, designing and overseeing minor and major repairs as necessary; managing one major rehabilitation effort per biennium as funding allows; operating the Broadwater-Toston hydropower facility at 95+% efficiency; and continue ongoing prioritization of repair and rehabilitation projects.
- Objective:** Water Management: Provide water resource related information, technical assistance, and planning support to aid decision making and policy development supporting the conservation, development, utilization and sustainability of the state's water resources. This will be measured by commencing the Montana State Water Planning process in the Clark Fork, Missouri, and Yellowstone basins, holding up to 2 training workshops for court appointed water commissioners, holding up to 4 educational workshops to improve the public's understanding of the rules and regulation that govern water use in MT, and achieving 85% completion on the StreamStats project.
- Objective:** Water Operations: Ensure the timeliness and competency of the statutory duties of the department for regulation of high hazard dams, construction requirements of water wells, licensing of water well contractors, designation of chronically dewater streams, and technical support of local governmental floodplain management programs.

**Department of Natural Resources and Conservation  
2015 Biennium Goals and Objectives**

**Water Resources Division  
(Continued)**

**Objective:** Compact Implementation: provide technical and legal support for implementation of future and previously approved compacts. This includes assisting with federal ratification, assisting the Water Court with the decree process, technical support to Tribes and agencies, archiving of records, and meeting reporting requirements.

# Department of Natural Resources and Conservation

## 2015 Biennium Goals and Objectives

### Forestry Division

**Goal:** Ensure sustainability of Montana forests, rural lands, and communities through cooperative wildland fire protection, sound forest management practices, and by promoting a viable forest-based economy.

**Objective:** Through leadership and service to communities and forest landowners, promote sustainable forests and watersheds for the benefit of all Montanans.

- a. Administer over \$6 million in Fiscal Year (FY) 13 federal grants for state and private forestry projects;
- b. Provide data from Montana's Statewide Assessment of Forest Resources to land managing agencies to promote high-priority forest management opportunities statewide.
- c. Conduct aerial detection surveys and provide assistance with Montana's mountain pine beetle outbreak;
- d. Produce and sell 1 million seedlings for conservation plantings;
- e. Recognize Arbor Day and issue 44 Tree City USA awards, and \$140,000 in grants to communities;
- f. Administer the slash hazard reduction law through management of 3000+ hazard reduction agreements;
- g. Monitor Forestry Best Management Practices (BMPs) through audit of 45 sites and report results by December, 2014;
- h. Provide approximately 750 forestry technical assists to forest landowners and 70 educational opportunities to over 2100 participants.
- i. Work with Montana's forest industry partners to maintain our integrated forest products industry and work with partners to develop and promote new forest biomass utilization opportunities.

**Objective:** Provide leadership and coordination to Montana's wildland fire services, accomplished through wildland fire prevention, training, preparedness, and safe, aggressive fire suppression actions to protect lives, property and natural resources:

- a. Suppress at least 95% of all direct protection fires at 10 acres or less;
- b. Conduct training courses for 2,100 firefighters statewide;
- c. Develop Type 2 incident management capability;
- d. Maintain aviation program of 10 aircraft with pilots, mechanics, and crews for fire suppression efforts;
- e. Ensure maintenance of 60 DNRC wildland fire engines, and 400+ engines and other fire equipment loaned to counties under the County Co-Op Fire Protection Program;
- f. Develop 19 new wildland fire engines annually for use by DNRC and/or local government fire departments;
- g. Support statewide fire prevention programs, including Keep Montana Green, FireSafe Montana, Ready, Set, Go!, and Fire Ready Montana;
- h. Investigate all human-caused fires and bill for suppression costs as appropriate;
- i. Maintain a state-wide radio system to include mobile and portable radios, dispatch center base stations, and mountain top repeaters.

## **Department of Natural Resources and Conservation 2015 Biennium Goals and Objectives**

### **Forestry Division (Continued)**

- j. Update and maintain wildland fire protection boundary data per the Montana Cooperative Fire Management Agreement.
- k. Administer the Volunteer Fire Assistance grant program.

**Objective:** Enhance organizational effectiveness and accountability through appropriate development and implementation of accounting, internal control, and information technology procedures by accomplishing the following:

- a. Continue refining fire financial software data and procedures.
- b. Coordinate business operations with Trust Land Management Division, including budget allocation, EPP, financial monitoring and analysis.
- c. Administer facility maintenance and long range building activities for statewide Forestry and Trust Land Management Division offices.



# **Department of Natural Resources and Conservation**

## **2015 Biennium Goals and Objectives**

### **Trust Land Management Division**

- Goal:** Our goal is to manage the State of Montana's trust land resources to produce revenue for the trust beneficiaries while considering environmental factors and protecting the future income-generating capacity of the land.
- Objective:** Manage mineral and surface resources to provide approximately \$100 million in gross trust revenue consistent with fiduciary duties and legal commitments:
- a. Generate approximately \$22 million in gross distributable revenue from agriculture and grazing management,
  - b. Generate approximately \$30 million in gross non-distributable royalties and \$10 million in gross distributable revenue from minerals management,
  - c. Generate approximately \$8 million in gross distributable revenue from forest management,
  - d. Generate approximately \$8 million in gross distributable revenue from real estate management and \$2.5 million from land sales;
  - e. Generate approximately \$1 million in gross distributable revenue from recreational use management, and
  - f. Distribute \$20 million in interest generated from the various permanent funds.
- Objective:** Exert leadership in the stewardship of Montana's trust land resources by accomplishing the following:
- a. Conduct approximately 1,000 agricultural and grazing renewal evaluations covering roughly 450,000 acres by October 2013. Take corrective actions on leases with identified management issues;
  - b. Conduct leasing, permitting, and management of approximately 6,700 oil, gas, coal, and sand and gravel agreements on more than 2.5 million acres of state trust lands and other state lands. Take corrective actions on leases with identified management issues;
  - c. Sell approximately 57.6 mmbf of timber and conduct weekly timber sale inspections on 30-35 active timber sales across approximately 8,500 acres annually. Take corrective action to address any deficiencies;
  - d. Conduct approximately 388 cabin/home site lease inspections by August 2015. Take corrective actions on leases with identified management issues.
- Objective:** Enhance organizational effectiveness and accountability through appropriate development and implementation of accounting, internal control, and information technology procedures by accomplishing the following:
- a. Continue refining trust accounting procedures through the accounting by trust process. Process for FY 2014 to be implemented by July 1, 2013.
  - b. Coordinate business operations with Forestry Division, including budget allocation, EPP, financial monitoring and analysis.
  - c. Develop and implement new mobile GIS, e-government applications, and data collection programs.